Thurston County Sheriff's Office

CORRECTIONS BUREAU

INMATE INFORMATION

and

BEHAVIORAL GUIDELINES

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THURSTON COUNTY CORRECTIONS
INMATE INFORMATION and BEHAVIORAL GUIDELINES

This Inmate Information and Behavioral Guidelines is provided to help answer questions you may have during your stay at Thurston County Corrections Facility.

You will benefit by becoming familiar with its contents. It includes general information about schedules, programs, and services that might be available to assist you during your incarceration. In addition, it clearly defines the rules and regulations that govern the facility and provides you with guidelines and expectations for your behavior.

Thurston County Corrections Facility utilizes a concept of incarceration that combines an appreciation for your needs and the needs of the community. The Corrections Bureau has incorporated ideas from several successful institutions throughout the nation. The two key concepts that underlie all activities are personal safety and the assumption of positive, rational behavior. Some regulations may seem restrictive to you; however, they are necessary to maintain a secure and humane environment.

These guidelines do not cover all questions or problems that might arise, but it will serve as a basic guide for you. You should address concerns or questions not answered here to your assigned Housing Deputy. If any item is found to be in error, it will not invalidate the rest of the information. In an effort to maintain safety and security, the Corrections Bureau retains the right to change or suspend any information presented here.

Jenny Hovda, Chief Deputy of Corrections

Derek Sanders, Sheriff

MOTTO

"OUT OF MANY, WE ARE ONE"

VISION STATEMENT

"Unified Public Safety"

MISSION STATEMENT

"Resilient service through transparency, engagement, and professionalism"

REQUIRED BEHAVIOR

You are required to be civil and respectful to other inmates, visitors, volunteers, and Corrections staff at all times. You are required to follow **ALL** facility rules and obey written and verbal orders from staff. The way you choose to act, talk, and behave will determine the privileges and opportunities you will have during your stay in this facility. When you are moving through the facility, you must move in a single file line, and not speak to any other inmates, including those from your own housing area. Unacceptable behavior will result in you being charged with a minor or major in-house rules violation. You may lose privileges, such as visiting, inmate commissary, and use of the telephone as a result of these violations. You may also be moved to a more restrictive housing area.

YOUR INMATE RIGHTS AND PRIVILEGES

You have the right to expect your treatment to be humane and nondiscriminatory regarding sex, race, religion, national origin, sexual orientation, and disability.

You will be informed of the rules, procedures, and schedules within the facility that directly affect you.

You have the right to freedom of religious affiliation and voluntary religious worship.

You have the right to proper health care, including nutritious meals, clean bedding and clothing, the opportunity for regular showers, proper ventilation, regular exercise, toiletries, medical, and dental treatment.

You have the right to correspond with your family and friends, and to correspond with legal representatives, in keeping with State and Federal laws, and facility rules and schedules.

You have the privilege, if eligible, to participate in programs offered by the jail, as resources are available and in keeping with your interests, needs, custody status, and abilities.

If you are a foreign national, you have the right to consular notification upon detention.

YOUR RIGHT TO LEGAL COUNSEL

You have a right to have a lawyer help you. If you cannot afford one, a Public Defender may be appointed by the Court to represent you. If you need assistance on this issue, you may contact the Thurston County Public Defense at (360)754-4897. This call is free from all inmate phones.

EXPECTED BEHAVIOR

You are expected to always be civil and respectful to other inmates, volunteers, visitors, and Corrections staff. It is our expectation that you will comply with our behavioral guidelines while you are in our facility. In general, our expectations are that you will:

- Ask for help from your Housing Deputy if you have a question or a problem.
- Follow facility rules, staff directives and requests.
- Respect Corrections Bureau facility property and the property of others.
- Maintain your sleeping area and surrounding common area in a clean, orderly, and sanitary fashion.
- Maintain daily personal hygiene habits.
- Behave in a rational and adult manner.
- Stay in assigned areas.
- Treat inmates and staff with courtesy.

YOU'VE BEEN BOOKED INTO THE THURSTON COUNTY CORRECTIONS FACILITY
WHAT HAPPENS NOW?

You were arrested, brought to the Thurston County Corrections Facility, and booked. When you were booked, you were told about your charge(s) and given information about your bail/bond status. You were asked some personal questions such as where you live, medical history, have you ever been in the military, etc. In addition, you were fingerprinted, photographed, body scanned, issued facility clothing, and given an inmate identification wristband with your inmate identification number. You are not to remove this wristband as it is your ID while you remain incarcerated.

Unless your behavior prevented it, you were allowed to make a free phone call to the person of your choice, precluding, of course, anyone with whom you might have a no contact order.

Your personal items, i.e., valuables, clothing, and money were collected from you during the booking process. These items were inventoried and listed in the jail computerized management system under Inventory. You were asked to look this list over and sign it to indicate that it contained all your belongings. Your property will be kept secured in the Inmate Property Vault until the time of your release. If you believe you had an item when you came into the facility and it is not listed on your Property Inventory form, you should contact the agency that arrested you.

You were asked to answer questions on a Medical Pre-Screening form. This included information about your general health and mental health. Hopefully, you gave correct and honest answers to the questions you were asked because Contract Medical or Mental Health staff will use these forms to determine who will receive further medical attention. If you feel that you may not have given accurate or complete medical information when you were booked, you may send out a Medical Kite (inmate referral form) advising Medical or Mental Health staff of any issues that need their attention and, if necessary, request to be seen.

The Booking process is the first step to getting you out of jail. You will go to Court on the following business day if you were booked after 5:00 am. This means that your booking had to be completed by this time for you to be able to make that days Court List. Otherwise, you will be seen in Court on the following business day. At that time, the Judge will determine whether you may be released on personal recognizance, bail/bond or remain in jail, pending further proceedings. The Court may also stipulate how your bail is to be paid. For instance, the Judge can rule that you pay CASH ONLY for whatever amount of bail they set.

You were also told that Thurston County Corrections Facility has a "ZERO TOLERANCE POLICY" against sexual misconduct, and you can ask for more information if needed. The following information is private.

WHAT IS PREA?

Effective August 20, 2012, the US Department of Justice issued a rule adopting national standards to prevent, detect, and respond to sexual abuse in confinement facilities, as required by the Prison Rape Elimination Act (PREA) of 2003. "Confinement facilities" include jails, police lockups, and juvenile facilities, and "rape" encompasses a broad range of unwanted sexual activity. PREA requires that Corrections and Law Enforcement authorities, with responsibility for the operation of confinement facilities, to commit to a "ZERO TOLERANCE" stance toward the sexual abuse of people in confinement, and to comply with PREA to eliminate it. The Thurston County Corrections Bureau is committed to providing a safe and secure environment which meets applicable laws against sexual misconduct by staff and inmates. Sexual misconduct includes:

- Inmate-on-inmate sexual assault and abuse
- Staff-on-inmate sexual misconduct (sexual/inappropriate relationships with inmates)
- Inmate-on-inmate and staff-on-inmate sexual harassment

Rape and sexual assault happen to people of all ages and it can happen to males or females. It is about power and violence. It is not about love. Sexual assault has nothing to do with sexual orientation. The fact that a victim of sexual assault may have become sexually aroused does not mean they were not raped or that they gave consent. These are normal, involuntary reactions.

The Thurston County Corrections Bureau defines sexual misconduct as any sexual abuse, sexual harassment, or any form of discrimination and retaliation for reporting such conduct. It will be understood that the Bureau does not

recognize consensual sex between members and inmates as a defense against allegations of sexual misconduct. Sexual abuse is an intolerable, critical event, and dangerous to the safety of the institution. All reports of sexual abuse or sexual harassment will be immediately and thoroughly investigated.

Reporting sexual misconduct is an extremely serious matter. Any staff member or inmate who falsely reports these kinds of behaviors will face serious consequences, to include possible criminal charges.

Sexual Abuse

1) Sexual abuse of an inmate by another inmate includes any of the following acts, if the victim does not consent, is coerced into such an act by overt or implied threats of violence, or is unable to consent or refuse:
   a) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
   b) Contact between the mouth and the penis, vulva, or anus
   c) Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object or other instrument
   d) Any other intentional touching, either directly or through the clothing of the genitalia, anus, groin, breast, inner thigh or the buttocks of another person, excluding contact incidental to a physical altercation
   e) Sexual abuse of an inmate, staff member, contractor, or volunteer
2) Sexual abuse of an inmate by a member, contractor, or volunteer includes any of the follow acts, with or without the consent of the inmate:
   a) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
   b) Contact between the mouth and the penis, vulva, or anus
   c) Contact between the mouth and any part of the body where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire
   d) Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument that is unrelated to official duties, or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire
   e) Any other intentional contact, either directly or through the clothing of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire
   f) Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in paragraphs (a) through (e) of this definition
   g) Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate
   h) Voyeurism by a staff member, contractor, or volunteer

Sexual Harassment

1) Repeated and unwelcome sexual advances, requests for sexual favors or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate, directed toward another.
2) Repeated verbal comments or gestures of a sexual nature to an inmate, by a staff member, contractor, volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing or obscene language or gestures.

Staff members will accept reports regarding an incident of sexual misconduct made verbally, in writing, anonymously, and from third parties, and will promptly document any verbal reports. Apart from reporting to designated Supervisors or officials, staff members will not reveal any information related to a PREA report to anyone other than to the extent necessary, to enable the best possible treatment, investigation, and other security and management decisions.

The Thurston County Corrections Bureau will protect all inmates and staff members who report sexual misconduct or cooperate with these kinds of investigations, from retaliation by other inmates or staff, to include monitoring the conduct and treatment of inmates or staff who reported the sexual abuse, and of inmates who were reported to have suffered sexual abuse for apparent retaliation by inmates or staff, and acting promptly to remedy any such retaliation.

Rape and Sexual Assault Awareness

The Thurston County Corrections Bureau is committed to providing a safe and secure environment. Cases of rape and sexual assault will be referred to the Thurston County Prosecuting Attorney for consideration of criminal charges.

Rape is a felony and is punishable by imprisonment in the state prison for up to a life sentence. In addition, if you commit a rape or sexual assault, your classification level will be increased, resulting in a loss of privileges.

If you file a report of rape or sexual assault which is determined to be false, the Thurston County Prosecuting Attorney's Office may be notified for possible filing of criminal charges.

Ways to avoid being a victim of rape and other sexual assault:

1) Be aware of situations that make you uncomfortable. If it feels wrong, tell a staff member and don't be afraid to say "NO."
2) Walk and stand with confidence. Many rapists and predators choose victims who look like they won't resist their advances.
3) Avoid secluded areas. Position yourself in plain view of staff members. If you are pressured for sex, report it immediately.
4) Do not accept gifts, make bets, or indebt yourself to anyone.
5) Avoid talking about sex or sexual acts. These things may be considered a come-on or make another inmate believe you are interested in a sexual relationship.

What to do if you are raped or otherwise sexually assaulted:

1) Report the rape or sexual assault immediately to Corrections staff, Contract Medical Staff, or someone on the outside who can report it to the Sheriff's Office. Do not shower, brush your teeth, drink, or eat anything, use the restroom, or change your clothing.
2) Request immediate medical attention. You may have serious injuries that you are not aware of and be aware that any sexual contact can expose you to sexually transmitted diseases.

Although an attacker may threaten to harm you, **REPORT THE ATTACK TO A STAFF MEMBER IMMEDIATELY!** The longer you wait to report the attack, the more power you give to the perpetrator. If you wait, it will be more difficult to obtain the evidence necessary for an investigation.

Ways you can report sexual assault

1) Tell a facility staff member
2) Tell a family member or friend who can contact the Sheriff's Office for you
3) Contact the PREA Hotline at 9# on any of the inmate phones in the housing unit
4) Tell your Attorney
5) If you are hearing impaired, please contact staff for assistance.

Did you know? A survivor is not at fault for a rape, even if they were in a secluded area at the time or had a prior consensual sexual encounter with the attacker. Sexual assault has nothing to do with your sexual orientation. It is about control. Victims may be either heterosexual or homosexual. It is common for survivors of sexual assault to have feelings of embarrassment, anger, guilt, panic, depression, and fear, several months or years after the attack. Other common reactions include loss of appetite, nausea, or stomachaches, headaches, loss of memory and/or trouble concentrating, and changes in sleep patterns.

If you have been assaulted or witnessed an assault, but you are unwilling to report it to your Housing Deputy, you may fill out a kite on the kiosk to request to see the Chaplain. You can contact Mental Health or Medical Staff, or a Social Worker by filling out a pink medical form. You may also call the PREA Hotline. Please keep in mind that retaliation against inmates who report sexual harassment or offensive sexual contact will not be tolerated.

Sexual Contact

Inmates may not have sexual contact with each other. Sexual contact is defined to mean contact for the purpose of sexual arousal or gratification. Sexual contact includes behavior that suggests touching of genitalia (inside or outside the clothing), holding hands, hugging, kissing, or fondling.

Sexual Conduct
Inmates may not participate in sexual conduct. Sexual conduct includes suggestive language or demeanor that implies to another party the desire to participate in a sexual act. The complainant may be a third party.

GENERAL INFORMATION

If there is anything important for you to remember from reading this information, it is that, for the most part, you will be the one to determine your jail experience. Staff members are dedicated to ensuring your personal safety and you will be treated with the same courtesy and respect you offer others, inmates and staff alike.

The following information is listed in alphabetical order in an effort to help you more easily access the information you are looking for. Because terminology is different, you may have to look through the contents several times before you find exactly what you are looking for.

ADMINISTRATIVE SEGREGATION/MAXIMUM

Inmates in general population who require special housing to ensure their safety, the security of the facility, or the safety of other inmates, will be housed in Administrative Segregation/Maximum. This is a level of custody into which an inmate may be classified when staff determine that the inmate presents a substantial risk to the security or order of the institution, or the safety of the inmate or others. Inmates in this category require separation from the general facility population and strict supervision in a highly structured and controlled setting.

AUTHORIZED ITEMS

The following items are authorized/permitted and can be kept with you:

- Items you purchase from the inmate commissary (limit of 3 packs of Tylenol and 3 packs of Ibuprofen).
- Corrections issued clothing. (one set includes uniform top and uniform pants)
- Corrections issued mattress, blanket, one sheet (depending on housing location). In Maximum Security housing you will be issued 2 blankets instead of a sheet.
  In Dormitory housing areas, you will not be allowed to have a towel in your bunk area. You may request a towel from the Housing Deputy. The towels are to be disposed of in the laundry cart following your shower. A need for additional towels is at the discretion of the Housing Deputy.
- Legal papers, forms and authorized writing materials (these may include golf sized pencils (limit 3) and inmate pens (limit 3) you may purchase from the inmate commissary.
- Food, drink, and trays, during meals only. No food from the meal trays will be allowed in your bunk area. You will be issued a spoon and cup (if housed in a dorm).
- Up to eight (8) letters (not including legal mail) and the same number of pictures (scanned copies, no Polaroids), and last 3 days of newspapers.
- Approved library books (soft cover only) limited to three (3) total. You may also possess one bible (1) and approved program (CDP, DVOP etc.) or learning materials.
- Health care items allowed by Contract Medical staff, and you must have a written approval for these items. This includes items that may be purchased from the inmate commissary, as well.
- Personal hygiene items and aids, to include eyeglasses (limit of 2), hearing aids, and dentures.
- 3 items each of underwear, white t-shirts, bras (no underwire), and three pairs of socks.
- 2 items each thermal top, thermal bottom (white in color)

Note: You may **NOT** keep beverage bottles/ containers in your cell/bunk area. These Items will be discarded when their original contents have been used. Clothing will not be altered or used for any reason other than its intended purpose. Sleeveless t-shirts/tank tops are not acceptable, clothing altered from its original form will be disposed of. Toothpaste will not be used to
paste items to any surface. Refer to the definition of contraband contained in this booklet if you have any further questions.

BAIL, PERSONAL RECOGNIZANCE (PR), AND RELEASES

Depending on your charges, you may be able to be released on Personal Recognizance (PR). You will be told if you can get a PR release when you make your first Court appearance. You will also be told what your bail or bond will be. Be sure to fill out and keep any paperwork you are given. A person can post cash bail by paying the entire bail amount with cash (the exact amount of bail, to the penny) or with a bail bond (if the Court allows). Personal

checks and credit cards will not be accepted. Bail bonds companies have different costs and fees. Corrections Bureau staff are not permitted to recommend or refer inmates to a particular bonding agency. You may choose a bond agent from the list of authorized agents that is located near the phones in your housing area.

After your court appearance, you will be returned to your housing unit, even if the Court has ordered your release. If you are due to be released, the process can take several hours, depending on the facility activities. The Housing Deputy has to check your bunk/cell area to ensure it is in good repair and they cannot speed up your release. Please be patient. Inappropriate behavior on your part may result in further delays in your release.

In some cases, you may be released from custody pending a DCR (Designated Crisis Responder) evaluation. This can be ordered by the court or recommended by the jail's Mental Health Professional. If you are directed by the court or MHP to have a DCR eval prior to release, your release may be delayed for several hours until a DCR can complete an evaluation at the jail.

CALL OUTS
When you are called by a Corrections Deputy, you must go to the Deputy or to the location they direct you. You must be fully dressed when responding to a call out.

CHAPLAIN
You might want to speak with a Chaplain about your faith, a family issue, or any other issue while you are in jail. Fill out an inmate request form on the kiosk and address it to the Chaplain. These kinds of spiritual and emotional matters are not generally handled by Contract Medical or Mental Health staff.

COMMISSARY
An inmate commissary is operated within the jail for your convenience. It is a privilege and may be restricted if you violate facility rules. You will see a list of items available in your housing area and the prices for these items on the kiosk. When you complete the commissary order on the kiosk, use the pin designated to the name you were booked under. You may only turn in one commissary order each time. You must order using the kiosk or phone and the order must be turned in before final PM count on the night before the order is due. Money must be available on your inmate account when your commissary order is processed by accounting. If you have no money on your inmate account, you may still be eligible for certain commissary items to include indigent items

When commissary is delivered, the Housing Deputy will call out your name when it is your turn to pick up your items. You must respond to pick up and sign for the items you receive from commissary. Wristband must be worn and presented to the Deputy for identification. If you fail to pick up your commissary order, the Housing Deputy will send it back. An exception will be made if you are not present in your housing area when the commissary is delivered. The Housing Deputy will keep your items in a secured place until you return and can pick them up.

All inmate commissary transactions are final when you accept and confirm the goods you ordered have arrived. You must, at the time you receive commissary goods, inspect all merchandise for damage and accuracy. Returns or disputes involving goods after you have verified your items and return to your bunk will not be accepted, nor will any disrespectful treatment of the vendor.

Note: It is important for you to remember that all items purchased from the inmate commissary are acquired at your own risk. Although staff will make efforts to ensure inmates are not in areas they shouldn't be, the possibility exists that items may be stolen. Please keep these items stored in the back of your property bin. Some commissary items may not be available to all housing units.

CONTACTING JAIL STAFF
If you have a question or concern, you will always speak first with your Housing Deputy and give them the opportunity to address your issue. Please be considerate and respectful when approaching staff and, unless you have an actual emergency, do not interrupt them when they are on the phone or engaged in other business. You will have plenty of opportunities to speak with them. If they can't help you resolve your question or concern, they may direct you to fill out an electronic Inmate Request Form (kite).

You are expected to be respectful and polite when speaking with Corrections staff members. You will address them as "Deputy" plus the last name, or Sir/ Ma'am, as appropriate. Jail staff will address you respectfully as well.

Use the dayroom intercom in housing areas for emergencies only. Use your room intercom for very important questions. Most questions can wait until a Deputy comes to your area. Do not overuse the intercom.

CONTRABAND

While you are in the Thurston County Corrections Facility, **there is no expectation of privacy**. You and your property can be searched for contraband at any time. You are prohibited from having in your possession or under your control (this includes being in your cell or bunk area) any item or items that are not:

- Issued to you by the Thurston County Corrections Facility.
- Being used for its original intended purpose or has been altered from its original condition.
- Purchased by you through the commissary.

If a contraband item is concealed in another non-contraband container item, you will lose both. You will not be reimbursed for either. Any issued or authorized item that is used in an inappropriate manner, or possessed in unauthorized quantity will be considered as contraband and placed into your property. Items altered from its original condition will be disposed of.

COURT APPEARANCES

You will be taken to your Thurston County Court appearances for your criminal case(s). You are required to adhere to all facility rules when you are in transit, in a holding cell, or in a Court proceeding. You are not permitted to communicate in any manner with non-Court personnel, except for your attorney. If you are scheduled to appear in a Court in another jurisdiction (for example, Pierce County), you must make a timely notification of your incarceration in Thurston County to that jurisdiction via US Mail or telephone to ask for your matter to be rescheduled. If the agency you notify wishes to have you transported to their jurisdiction, it will be their responsibility to make those arrangements. Be forewarned, however, that this seldom occurs.

COURT ORDERED FURLOUGHS

The Thurston County Corrections Facility does not have the authority to release inmates from custody on any kind of furlough without a Court Order. Requests for a release must be addressed by a Court based upon a motion made by your attorney. The Court can order you to be furloughed to attend specialized medical procedures or other emergency events such as a funeral. Inmates granted Court Ordered furloughs must abide by all furlough requirements set forth by the Court and the Corrections Bureau. If you fail to comply with these rules, reports of your violations may be routed to the Court for further activity. In addition, you may be charged with in-house violations.

CLASSIFICATION

You will be classified and possibly rehoused within 72 hours of being processed into the facility. A Classification Deputy will discuss any potential housing changes with you.

Thurston County Corrections Facility uses an objective classification system. Privileges and security management techniques, such as use of restraints, coincide with security risk levels. This means that the highest security risk inmates have the fewest privileges and require the greatest level of restraint. However, the lowest security risk inmates have more opportunities and privileges, as well as minimal physical restraints.

The most important factor in deciding your classification level is your behavior. Your classification level is also based on current charges, past convictions, detainers or holds from other jurisdictions, past conduct in a correctional setting (if any), whether you have been sentenced, and any other information related to the safety of staff or security of the facility. Depending on the length of your stay, you may be given periodic classification reviews.

DAILY ROUTINE

At approximately 5 am, 12 pm, and 5 pm, meal trays are served. At mealtimes, you must be fully dressed and move through the meal line. Inmates in Dormitory housing will be called to receive their trays by section. In C Unit, the Deputies will deliver trays to the cell doors and feed the inmates through the cuff port. Any issues with a food

tray must be brought to the attention of the Housing Deputy as you receive your tray and the Deputies are inspecting it to ensure all food items are present and portion size is consistent with other trays being served. Exceptions may be made in some cases. For example, you are eating and discover a hair in your food. If you are living in a Dormitory, after each meal you will scrape any remaining food into the garbage and stack your trays in the designated area. If you are living in C Unit, you will return your tray, with any remaining food, to the Deputy through the cuff port.

You must keep the living area, bathroom facilities, and walls clean at all times. In Dormitory housing, you will be assigned a daily responsibility in addition to the cleanliness and orderliness of your personal areas. Inspections are held daily to ensure compliance.

In C unit you can request toilet paper and other toiletries when needed. You will exchange these (except for soap and razors) item for item (one used item out before you receive a new one). In Dormitory Housing, these items may be available continuously or at the scheduled times posted in Dormitory housing, depending on the housing area to which you are assigned. In all housing areas, your cell/bunk area will be inspected before you are allowed to use the phone, Video Visitation, etc.

During the scheduled **"LOCKDOWN"** periods, you must quickly and quietly return to your room or bunk.

DEPUTY STATION
Inmates are required to remain behind the red line surrounding the Deputy's desk or workstation. You may not enter a Deputy's work area, remove any item, or place any item on the Deputy's desk or work area without permission from the Deputy.

DISABILITIES
The Thurston County Corrections Facility strives to assist inmates with disabilities as defined by the Americans with Disabilities Act and other State and Federal laws. If you have a disability and need accommodation(s), you must notify both the Classification Team and Medical staff. You can do this by completing a Medical Kite (inmate request form) or submitting an electronic request to Classification via the kiosk. If you have an emergency, notify your Housing Deputy or any staff present at the time.

DISTURBANCES
In the event of a disturbance, incident, or emergency, inmates not directly involved are required to immediately return to their bunks, unless they are ordered by a Deputy to do otherwise. Disturbances, incidents, or emergencies can include health care issues, fights, fires, arguments, or any other situation that hinders or obstructs staff response. When ordered to **"LOCKDOWN,"** you are required to immediately cease your activity and return to your bunk/cell area. Failure to do so may result in you being charged with a disciplinary infraction.

EMERGENCIES
If an emergency happens, tell a Corrections Deputy immediately! If Deputies respond to your area to deal with an emergency, stand back. If your help is needed, you will be asked for it. If you are told to **"LOCKDOWN"** for an emergency, or because of a fight or any other reason, be cooperative and do so immediately.

EMERGENCY/EVACUATION DRILLS
You will be required to participate in quarterly evacuation/fire drills. It is important to be familiar with the emergency evacuation diagram routes posted in your housing area. In the event of a fire, major emergency, or routine drill, remain calm and quiet and listen to the instructions given to you by your Housing Deputy.

FOREIGN NATIONALS – Consular Notification
If you are a foreign national and have not yet contacted the embassy or consulate from your home country, please contact Office of Assigned Counsel. You may ask your Housing Deputy to provide you with contact information. You may write or telephone your embassy or consulate or ask the Sheriff's Office to contact them on your behalf.

GOOD TIME
In most cases, inmates incarcerated in the Thurston County Corrections Facilities may receive good time, which can amount to up to a third off of your court ordered sentence. If you get into a fight or **do not** follow the facility

rules, you may lose some or all of your good time. You will not earn good time if you are sentenced to less than 3 days. Some charges do not allow for good time.

HAIRCUTS
Haircutting will be provided on Saturdays (based on the provider's availability). If the inmates have funds available on their inmate account, they are expected to pay for their haircuts. Indigent inmates may be given a free haircut or beard trim (one or the other, but not both) once a month when requested.

HEALTH SERVICES

Emergencies
If a medical emergency happens, tell a Corrections Deputy right away! If a Corrections Deputy responds to your area, stand back. If your help is needed, you will be asked for it. If you are told to **"LOCKDOWN"** for an emergency, be cooperative and do so immediately.

All Other Health Problems

- For all other medical issues, fill out a Medical Kite (inmate request form). List your problems clearly. A routine physical check-up is free of charge. You can receive help for a Medical, Dental, prescription medications, and Mental Health Care. Medical staff will address your kite at the earliest opportunity. Keep in mind that inmates with the most serious problems, as determined by medical staff, will be given priority, so it may be several days before you are seen.
- You are responsible for all costs related to medications, outside referrals, diagnostic tests, medical procedures, hospital services, and any other medical/mental health or dental care you receive. If you request regular sick call services, you will be billed a fee for service. In addition, you will be billed to have medications blister packed if you have medication come in that is not already in this kind of packaging.

HOUSING/BUNK ASSIGNMENTS
You do not have any choice about where you will be housed. Classification Staff will decide what housing area you will be assigned to. This decision will be based on several factors, to include but not be limited to your current charges, age, health, history of violence, criminal history, and past and present institutional behavior. Your behavior will be a significant factor that affects where you will be housed. You are not permitted to relocate from one cell or bunk to another, unless you are directed to do so by Corrections Bureau staff. The same applies to entering other inmates' cell and bunk areas.

HOUSING CLEANLINESS
You will be responsible for cleaning your bunk area at least once a day, prior to formal inspection in the morning. This includes the personal property storage area under your bunk. You can ask the Housing Deputy for cleaning equipment. Your bunk must be made according to the specified requirements which are posted in each housing area. There should be no graffiti, pictures attached to the walls or bunks, or clothing items hanging from the bunks. Inmates are required to participate in chores to help keep the housing area clean and orderly. All trash will be placed in the appropriate receptacles, which will be emptied each day during clean-up.

INMATE DRESS CODE
All inmates will be required to adhere to the uniform standards listed below. Failure to comply with any of these standards may result in disciplinary action. Pictures will be posted in display cases in your housing area.

Pants must be worn with the waistband resting on or above the hips and no portion of underwear may be exposed. T-shirts that fall below the uniform shirt will be tucked in. You are not permitted to roll up your pants and shirt sleeves, tie your shirt, peg your pant legs, or expose your midsection or underclothes in any way, nor are you allowed to wear over-sized (baggy) clothing.

Outside the Assigned Bunk Area

- You will wear your full uniform when you are out of your bunk. White T-shirts must always be tucked in and covered with the uniform shirt. (Uniform shirts do not need to be tucked in).

- After lights out you must walk directly to and from the bathroom area in your full uniform. Uniforms must be neat and clean.
- You are not permitted to roll up your pants or shirtsleeves, tie your shirt, peg your pant legs, or expose your midsection or underclothes in any way.
- Too big or baggy uniforms will not be worn.
- Uniform pants will be worn properly, not sagging.
- Sweatshirts, if available, are only to be used for their intended purpose. Do not tie them around your waist or over your shoulders.
- You are not permitted to wear a head covering, headband, sleep mask, or other altered article, regardless of the time of day, if it impedes a deputy's ability to quickly identify you or properly assess your well-being. Certain inmate workers are required to wear jail-provided hair covers i.e. caps or nets. There may be **EXCEPTIONS** made to the no head covering rules for religious or health reasons. You may submit a kite to the Inmate Services Sergeant requesting consideration be made on your behalf. These requests will be reviewed on a case-by-case basis.

INMATE MARRIAGES
The Thurston County Corrections Facility will not assist in facilitating inmate marriages.

INMATE MEALS
A licensed nutritionist certifies that the meals you receive while incarcerated in a Thurston County Corrections Facility meet necessary dietary and caloric intake requirements for the general population. Inmate meals are delivered to each housing area and distributed to inmates.

In general, meals are served during the approximate following times:

Breakfast:	5:00 A.M. – 6:00 A.M.
Lunch:	12:00 P.M. – 1:00 P.M.
Dinner:	5:00 P.M. – 6:00 P.M.

In Dormitory housing, inmates will line up in an orderly manner in their sections and move forward through the meal line as they are directed by the Housing Deputy. It is required that the Deputy notes the inmates who do not take a tray. Inmates will eat at the tables in the Dayroom. Under no circumstances will trays be taken to the outside recreation yard or classrooms.

Special Diets
We accommodate therapeutic diets that are confirmed and ordered by our Contract Medical staff. If you request a meat restricted diet of any kind, you will be served a meatless diet. A quick reference guide for dietary requests is as follows:

- **Extra milk for pregnancy** MUST BE APPROVED BY MEDICAL
- **Diabetic meals** MUST BE APPROVED BY MEDICAL
- **Soft diets** MUST BE APPROVED BY MEDICAL
- **Religious diet requests & cancellations**: KITE THE RELIGIOUS LIAISON DEPUTY
- **Special Diets: Meatless, Vegan or Lacto Ovo** diet: KITE FOOD SERVICE.
- **Allergy Diet**: Food Service can provide an allergy diet that removes 11 of the most common food allergies (Egg, Milk, Tomato, Fish, Wheat, Onion, Shelfish, Tree Nuts, Sesame, Peanuts, Soy Protein) from the diet. MUST KITE FOOD SERVICE.
- **Allergy claims**: if you have a specific food allergy that is not included in the Allergy Diet, you must have your allergy confirmed by Medical before an alternate diet can be approved. MUST BE APPROVED BY MEDICAL.

INTERCOMS
Intercoms are for emergency use only. Unnecessary use may result in a disciplinary infraction. In unit housing, your Housing Deputies will be moving through your pod often enough that you will have an opportunity to ask them for things you may need. In the Dormitories, a Housing Deputy is always present. You will have many chances to ask them questions or address concerns to them. Unless there is a critical incident going on, you will never have a reason to use the intercom system.

KEEPING CLEAN AND HEALTHY

Colds, hepatitis, and serious diseases can spread quickly in any institution. Washing your hands after using the toilet and before meals can help a lot. Do not share cups or spoons. Having sex and sharing razors or other sharp things is against the rules. This can spread HIV/AIDS or other diseases. You are encouraged to shower daily; however, you will be required to take at least four (4) showers each week to help decrease the spread of infectious diseases. Inmates in confinement will be let out to shower per the schedule in their housing unit. If you are living in dormitory housing and you do not shower at least once in a two- or three-day period, staff will contact Medical and advise that you have not showered. If, after Medical speaks to you and you decide there is no reason to shower more than you are, you may be asked to move out of the Dormitory. If, however, you are assigned as an inmate worker, you will be required to shower and shave every day.

KITES - HOW TO ASK FOR SOMETHING

There are several different Inmate Request Forms (kites). Remember to keep in mind that you will always ask your Housing Deputy questions before you submit a kite. Generally, the Deputy will be able to answer your questions or concerns, but occasionally, they will refer you to someone else to give you the information you need. You can locate the kite form on the kiosk. Be sure you fill out the kite completely, including the name you were booked under. **Do not put more than one request on a kite or submit more than one request for the same issue.**

- Medical Kite: for routine medical, mental health, or dental needs. If you have a health (medical or mental health) emergency, tell Corrections staff immediately. Ask the deputy for these forms.
- Kite: for all other needs such as drug or alcohol counseling or programs, religious needs, classes, alternative sentencing information, etc.
- Questions for Thurston County Courts, Attorneys, or Pre-Trial Services must be made by phone or sent through interoffice mail.

LAW LIBRARY

The Thurston County Corrections Facility is equipped with Lexis Nexus Law Library on the tablets provided through ViaPath. You may access the law library anytime tablets are available. This service is provided free of charge.

LIBRARY

If you are assigned to housing in C Unit, a library box of books will be placed in your pod on your scheduled time out to coincide with your uniform exchange day, this is posted in your housing unit. In Dormitory Housing, library books are always available on the bookshelves. Be sure that you don't have more than three (3) library books at one time. The exception to this rule is that you are allowed to have a faith-based book that does not count as one of the three books. You may also have one work or study book to accompany your faith-based book.

LOCKDOWN AND COUNT

Any time a Corrections Deputy instructs you to **"LOCKDOWN" or "BUNK IN"**, you are expected to go to your bunk immediately and sit or lie quietly until the Housing Deputy tells you that you are free to come off **LOCKDOWN** and move around the area. The only exception to this would be if you are at Video Visitation. If you are at the monitor visiting, you may complete your visit. However, you will remain in that area until directed by your Housing Deputy. There are several scheduled **LOCKDOWN** times throughout the day to accommodate inmate counts, and there may be other times you are instructed to go to your bunk. You will do this before meals are served, when the Nurse is facilitating Med Pass. The Deputy will direct all inmates to **LOCKDOWN** in the event there is a fight or medical incident in the housing area. Failure to comply with these directives may result in disciplinary action being taken against you.

Note: Inmates are not refunded for phone calls which are cut short due to a **'LOCKDOWN'** directive.

MAIL

Mail that is Sent to You

All mail coming into the facility will be opened and scanned (including the envelope) into ViaPath which will be electronically delivered to you. If there are any photos in the mail, a copy will be made and sent back to you. If there is cash or a money order, it will be deposited, and a receipt will be forwarded to you electronically. The original mail will be placed in your property. If any party of your mail gets denied, a denied mail letter will be

included in your scanned mail and can be seen on the kiosk. The staff who opens your mail will not generally read it. They will, however, scan it to determine if there is contraband included in it or written information that is not conducive to the good of the facility, other inmates, or staff. Inmate to inmate correspondence will not be allowed unless it has been approved by the Inmate Services Sergeant (ISS), or designee. Exceptions to this rule may be made by the Inmate Services Sergeant if the inmate has been in custody for at least (30) days, without any negative reports, and meets a minimum of one of the following criteria:

- Is an immediate family member with the person requesting the privilege to write
- If the inmates are married or have a child in common
- If the inmates are co-parties in an active legal matter
- If an inmate is providing a relevant witness affidavit in a legal matter

When the ISS approves inmate to inmate correspondence, a memo will be sent to all staff authorizing the communication.

Anything that arrives in the mail that you are not allowed to have (see the restricted mail notice Appendix at the end of this booklet) may be returned to sender, put in your property, or depending on what it is, be discarded. You will receive a "Notice of Restricted Incoming Mail" informing you of the rejected delivery.

To be sure you get your mail, the full name you were booked under should be on the front of the envelope. Bulk mail will not be accepted. Mail containing images of nudity or of a sexual nature are prohibited. In addition, inmate mail cannot contain:

- Intimidating or harassing communications
- Gang related writing or drawings
- Messages (codes) that are not easily understood
- Plans that violate state, local, or federal laws, or facility rules
- Plans to send contraband (such as drugs) into or out of the facility

Mail from your attorney, if it is marked **"Legal Mail,"** may **ONLY** be opened in front of you. Legal mailed you receive is still subject to inspection. Outgoing Legal Mail must be clearly marked "Legal Mail" on the outside of the envelope. (Legal mail is defined as mail addressed to/ from an attorney, court or prosecutor). Indigent inmates will not be charged for outgoing Legal Mail. Outgoing indigent Legal Mail will not count against the 3 personal letters allowed each week.

US Postal Money Orders are the only type of money orders that will be accepted by the Sheriff's Office Accounting Bureau. Cash will be accepted but is not advised as there is so much potential for loss and no way to track it. Aside from US Treasury, city, county, tribal, federal government checks, and checks sent directly from other Washington State Corrections Facilities, no other forms of monies will be accepted, and will be returned to sender as not acceptable.
Note: The types of money listed directly above may also be brought into the reception area of the facility during normal business hours only (8:30am to noon and 1:00 pm to 4:30 pm), excluding weekends and County observed holidays.

You may subscribe to newspapers which can be legally mailed from a publisher. As a means of cutting down on unnecessary clutter, the inserts and ads may be removed before the paper(s) come to you. Mail or publications containing unauthorized references or materials may be refused, confiscated, destroyed, placed in your inmate property, or returned to sender.

Mail you Send
Mail is sent out on weekdays only. All mail is subject to inspection if it is determined to be a potential risk to the safety or security of the facility or prohibited by law. Inmate to inmate mail is not allowed unless it has been approved by the Inmate Services Supervisor. You may buy stamps, paper, and envelopes from the commissary. If you do not have any money, three (3) letters in standard size envelopes may be sent out each week at the County's expense; you will not be charged for these mailings. No indigent mail will be sent out in manila envelopes. This includes Pro Se inmates. The week for recording indigent mail is from Sunday to Saturday. Envelopes must be addressed correctly, or they will be returned to you to make corrections before they will be allowed to move out of the facility. You **must** put your name (the name you were booked under) and the facility address in the upper

left-hand corner of the envelope. Using another inmate's name to send out indigent mail may result in disciplinary action. **Note: The mailing address of the facility is 2000 Lakeridge Dr SW, Olympia, WA 98502.**

Interoffice mail will only be accepted for the following Thurston County offices:

- District Court
- Superior Court
- Family Court
- Clerk's Office
- Sheriff's Office
- Public Defense

Mail must be enclosed in standard or legal-size envelopes. No envelopes on which there are drawings will be processed; this includes cartoons, messages, symbols, etc., anywhere on the outside of the envelope. Also, you may not send out mail in homemade or abnormal sized envelopes, with hard lumps or fluids in or coming out of them. There will be no lewd or offensive words on the outside of the envelope. When Corrections staff members see these kinds of things, they will be returned to you or placed in your inmate property. Bulk mail will not be sent out. Please see the example below for the correct appearance of mail being sent out.

Your Full Name (the one you were booked under)
2000 Lakeridge Drive SW
Olympia, WA 98502

Place Stamp Here

My friend/family (must be full name)
1313 Mockingbird Lane
My Town, WA 98123

Do not draw anywhere on the outside of the envelope or your mail will be rejected. This stipulation is a requirement of the United States Postal Service

MEDICATIONS

Contract Medical staff will bring the medication cart around the facility three (3) times a day. You must bring water with you in a jail issued cup to the cart to help you swallow your medications. A Deputy and Nurse will observe you swallowing your medications. If you attempt to save medications for a later time or for any other reason, you are subject to disciplinary action, and/or the loss of some medications. MAT medications will be taken using the provided cup and water from Medical. There will be no medications allowed in your cell/bunk area unless they are specifically approved by the medical staff. Remember, there will be no Tylenol and Ibuprofen offered from the Med Cart, but they are available through the Inmate Commissary, and may be received, once a week, by inmates who fill out an Indigent Commissary form, as well.

MENTAL HEALTH

A Mental Health Professional (MHP) may be available each week to perform assessments, make referrals to community resources, and provide crisis intervention, if needed. You must let a Deputy or other staff know right away if you have an emergency, or if you feel that you may harm yourself or someone else. For non-emergency Mental Health needs, fill out a Medical Kite (inmate request form). There are some common questions you might have about your mental health while you are in jail. Here are a few of them:

Why do I feel sad and worried?

Many people feel sad or worried when they are incarcerated. You may have lots of strong feelings while you are in custody. If you feel that you are losing control of your behavior due to strong feelings, tell your Housing Deputy that you need to see the MHP.

Why can't I sleep at night?

Being incarcerated is upsetting to many people. You might feel stressed about being here. These feelings can get in the way of a good night's sleep. After a while, however, you may get used to sleeping in this facility. If you take naps during the day, you might not be tired enough to sleep at night, so you may be better able to sleep at night if you don't sleep during the day. Generally, Contract Medical staff will not give out sleep medicine.

Why didn't I get my medicine?

You may have been taking mental health medicine either just before you came to this facility or the last time you were incarcerated. This does not mean that you will get medicine or the same medicine while you are in custody this time. If you are having mental illness symptoms, fill out a medical kite. If you were taking medicine before you came into the jail, tell medical staff who your doctor is and which pharmacy you use.

What should I do if I don't feel right but I don't have a prescription right now?
If you are having symptoms, fill out a medical kite.
What should I do if my new medicine isn't working?
Mental health medications often take some time to start working. You will have another appointment later to make sure that your new medicine works for you.
Why don't I feel right after taking my new medicine?
Lots of medicines have side effects but the side effects tend to get better after a few days. If you have distressing side effects that are not getting better, fill out a medical kite.
What should I do if I hear voices?
Many people hear voices but not everyone needs to take medicine for them. Only people who are not able to function (follow orders, take care of your basic needs) because of voices might need to be helped by medication. If you are experiencing major problems due to voices, fill out a medical kite and describe your problem as much as you can. If it's an emergency, tell your Housing Deputy.
How can I get a psychiatric evaluation?
Some people have serious mental health symptoms that get in the way of their daily life. If you believe you are having serious symptoms like this, fill out a medical kite and describe your symptoms as clearly as you can. If it's an emergency, tell your Housing Deputy. Contract Medical staff do not conduct psychiatric evaluations for purposes relating to your criminal or civil case.
I am worried about my family. How can I help with family issues?
Contract Medical and Mental Health staff are not able to provide counseling services. You may fill out a kite on the kiosk and ask for religious or spiritual counseling.

MONEY

When you were booked, you were given the option of having up to $20 in cash (bills and/or coins) left in your property so that you will have immediate access to some cash upon your release. The remainder of the cash that you came in with was put into your inmate account. Family and friends may also leave money on your account. Money is accepted at the reception area of the facility from 8:30 am to 12:00 pm and 1:00 pm to 4:30 pm, Monday through Friday (excluding County holidays). There is also a kiosk in the Bail/Release area of the facility that may be used for putting money on your phone account.

It is against the rules to have money placed on another inmate's account as a means for you to use it, or to pay off a debt, and this action could result in you receiving a disciplinary infraction. As previously mentioned in the "Mail" section of this booklet, the Sheriff's Office Accounting staff will accept only a few forms of money. These are cash (not recommended), US Postal Money Orders, US Treasury checks, Tribal checks, any recognized city, county, tribal, federal government entities, and checks from other Corrections Facilities in Washington State. If any other types of money are sent in to you, the Deputy will provide you with an envelope for you to return the unauthorized funds to the sender and this will not count as one of your three (3) pieces of indigent mail for the week.

MOVEMENT WITHIN THE FACILITY

Depending on your classification and participation in activities and programs in the facility, you may have to move from one location to another for Court, visits, programs, and/or Medical or Mental Health activities. If you are housed in a Dormitory, you may be allowed to walk unescorted and unrestrained in groups of no more than five inmates. The expectation is that, when you are directed to leave the area, you move in a single file line without talking to any other inmates who might be moving with you or that pass in the hall. **DO NOT** stop along the way to your destination unless directed to do so by a corrections member. Failure to follow directions of staff is grounds to deny your movement to and/or participation in a scheduled activity for the day and may subject you to further disciplinary action.

MRSA PREVENTION EDUCATION

Skin Infection, Spider Bite, or Antibiotic Resistant Staph?
There has been an increase in the number of skin infections caused by Staph (Staphylococcus aureus) bacteria worldwide, including our community and facility. Staph is a common germ that is found on the skin of many people. When a person's skin is injured from cuts, scrapes, or punctures from IV drug use, Staph germs can get into the wound and cause an infection. These skin infections can look like a boil, ingrown hair, pimple, or spider bite. The area may become red, hot, swollen, and sore and it may drain pus.

How does this infection spread from person to person?

- Staph infections can be transferred from an infected person's skin or wound to others during skin-to-skin contact.
- Staph germs can be spread from contact with pus or drainage from an infection. The pus from a skin infection is very infectious.
- Staph germs can live on an object or on surfaces, especially bandages used to cover infections and if the object or surface is touched or shared, the Staph germs can spread.

How do I keep from getting skin infections?

- Keep your body clean. Shower daily with soap and water. **If you need more soap, use it.**
- Do not share personal items like razors, soap, towels, blankets, deodorant, uniforms, or underwear.
- Keep cuts or sores covered until they are healed. Don't let others touch your skin or bandages.
- Wash your hands with soap and water before eating, after using the toilet, and after recreation.
- Avoid getting cuts and breaks in your skin.

What should I do if I think I have a skin infection?

If you have a boil, pimple, spider bite, ingrown hair, or area on your skin that is red, warm, swollen, painful, or has pus, you may have an infection. **Do not treat it yourself. Do not poke, squeeze, or pick at the area** and don't let someone else touch the area.

- Early treatment can keep the infection from spreading or getting worse. Fill out a medical kite and ask to see the Nurse right away.
- If the infection is draining pus, tell your Housing Deputy.

I was told I have an antibiotic-resistant Staph infection or MRSA. What does this mean?

MRSA is a Staph germ that is resistant to certain antibiotics. MRSA infections can be treated with antibiotics to kill the germ. Keep your wound covered with a bandage. Contact with the pus from the wound or the bandages can give others the infection. If your infection is getting worse or spreading after you have been treated, or if the bandage comes off or starts to leak, let the Nurse or Housing Deputy know immediately. If your uniform, sheets, towel, or blanket become soiled with pus from the wound, tell your Housing Deputy so that you can get a change of clothes or bedroll.

NOTARY SERVICES

Notary services may be provided for you so that you can take care of your financial obligations while you are in custody. Facility Notaries are only authorized to notarize Thurston County Corrections Facility generic/in-house Power of Attorney, Limited Power of Attorney, and Vehicle Impound forms. You must send a kite requesting this service. You will be charged a $10.00 notary fee prior to any notary services being provided to you and will be required to complete a form to have the fee deducted from your account. This fee is non-refundable. If you are indigent, Notary Services may still be available to you. Include the information that you are indigent in the kite you send requesting these services. TCSO may refuse notary services.

PROGRAMS

The Thurston County Corrections Facility offers a wide variety of programs for your benefit. Programs that may be available to you, depending on your classification, include:

Alcoholics/Narcotics Anonymous: AA and NA groups meet are available to those inmates who request participation in a 12-step support group. Volunteer AA and NA members from Thurston County may also provide sponsorship for inmates upon release.

Anger Management: The Anger Management Program is available to female inmates who are housed in minimum or medium security. You may request to participate in an Anger Management Program by sending a kite to programs. It is important to remember that programs space is limited, and at times you may be placed on a waiting list.

Chemical Dependency Program: The Inmate Chemical Dependency Program is a structured and monitored

program that utilizes (Interactive Journaling Curriculum). It is designed to assist chemically dependent inmates, who are court ordered, in developing the cognitive skills, attitudes, and behavior essential for long-term recovery from alcoholism and/or chemical dependency. Program participants are screened for treatment placement using the following methods: court order, re-entry review and/or self-referral. The program is a multi-phased approach that offers varying levels of service.

Domestic Violence Offender Programs (DVOP): A state certified Domestic Violence Treatment program is offered to general population males. Individuals court ordered to participate have priority entry.

Drug Court:
The Thurston County Drug Court Program is a court-supervised, comprehensive drug treatment program available to eligible non-violent drug and property felony offenders. The mission is to break the "revolving door" cycle of drug use and crime and to support participants to achieve total abstinence from drugs and alcohol, by promoting responsibility and accountability, and by teaching participants to become productive members in the community. The Drug Court Program is an alternative to jail and/or prison and integrates chemical dependency, trauma treatment, and community resources/ancillary services with the criminal justice system.

DUI Court:
The Thurston County DUI Court Program is a court-supervised, comprehensive drug treatment program available to eligible non-violent, adult DUI offenders whose crime is related to or caused by drug and/or alcohol addiction. The mission of the DUI Court Program is to enhance public safety and break the "revolving door" cycle of drugs/alcohol and crime by providing evidence-based treatment services, strict judicial supervision and accountability and effective drug/alcohol monitoring to chemically addicted offenders, so they become responsible and productive members in the community.

ELECTRONIC MONITORING (Not eligible for good time):
Electronic Monitoring (EM) is a court ordered alternative sentencing where the inmate is incarcerated in their own residence. Criteria: The inmate must be court ordered to EM on all current charges/ holds. EM is only offered through private EM vendors outside the jail (TCCF no longer offers an internal EM program). Defendants are responsible for contacting the vendor for placement onto an EM program.

Female Offender/Turning Point Program: This inmate program is offered to female inmates and is designed to provide information, training and referral information to this population. The program covers such topics as anger management, employability, effective parenting, life skills and how to access community resources.

Inmate Worker Program: The Thurston County Corrections Facility offers a voluntary Inmate Worker program. If an inmate meets the criteria for being assigned to inmate worker, they will be placed on an eligibility list and will have to wait for an available opening. Inmate Workers may be provided additional privileges. The criteria for inmate worker status as follows:

A. Inmate must have a classification of minimum security.
B. Inmates charged with a Class A felony or Class B violent felony are not eligible (until sentenced).
C. Inmates charged with a Class B felony against a person may be considered after thirty (30) days in custody.
D. Inmate must have no major infractions for 30 days and no minor infractions for 15 days prior to becoming an inmate worker.

Jail Ministries: You have a right to practice your religion while you are incarcerated. Clergy may visit you via Video Visitation. Religious services are held in the facility by the Jail Ministries Program volunteers. The Thurston County Corrections Facility Jail Ministries Program is a multi-denominational consortium of Thurston County area churches who provide volunteer services on a rotational basis. They may offer religious counseling, bible studies, Sunday services (available in dorm housing units only), and special functions to include religious celebrations, clothing bank and community outreach referrals.

Mental Health Court: This is a District Court program that provides intensive supervision and support for individuals with a diagnosed mental illness, as well as their families. The program is 24 months long and requires participation in recommended mental health treatment and medication adherence, as well as with other treatment programs as appropriate such as chemical dependency and/or domestic violence treatment. A clean and sober lifestyle is required and is demonstrated by frequent urinalysis testing. Each participant is required to attend court weekly and meet with their assigned Mental Health Court Care Coordinator who helps guide, support, provide resources, assist with benefits applications and ensure compliance with the obligations of the program. Compliance with all program obligations results in less frequent court appearances. Successful completion of the program may result in dismissal of charges depending upon the nature of the charges and the determination of the case prosecutor. You may request referral to Mental Health Court by talking to your attorney.

Parenting and Family Values: is an evidence-based class for parents that uses the Moral Reconation Therapy (MRT) Curriculum, supplemented with discussion and presentations. It is designed to address past parenting behaviors, present family interactions. And assist parents in planning for a healthy family future. The behavior-based approach to parenting encourages parents to recognize the value of taking responsibility for the choices they make and actions they take. CURRENTLY SUSPENDED DUE TO FUNDING

Preparing for Re-entry Employment Program (PREP): The curriculum for this program is focused on pre-employment activities for career/education research and development. This program is designed to develop skills in resume building, application completion, interview techniques, and the creation of an incarceration speech, the goal being successful placement onto the Work Release/Home Monitoring programs. Participants register with WorkSource and complete a Skills Questionnaire.

Peer Support: The Peer Support program is available for individuals not in crisis, who are struggling with being in custody, as well as those who are interested in making positive life changes. The Certified Peer Support Specialist has lived experience that relates to those that have been justice involved, which is uniquely different from the jail's mental health program. Some services provided through Peer Support include one on one meetings, information on recovery services, and distraction materials to support positive ways to deal with the daily stress of incarceration. You can contact the Certified Peer Support Specialist by sending a kite to Peer Support.

Re-Entry Services: The **Re-entry** program is focused on setting people up for success after their release from jail. Some of the services provided are weekly Re-entry groups designed to explore community resources, rotating **Life Skills** groups to address challenges faced post release, and discharge planning to support successful releases back into the community. The Re-entry program can also assist individuals who are looking for substance use assessments while in jail. You can contact the Re-entry Specialist by sending a kite to Transitions/Reentry.

Veterans Program: The Washington Department of Veterans Affairs provides services to those who have prior military experience and meet certain criteria. Services provided by this program include eligibility determination, a needs assessment, treatment for mental health and/or chemical dependency issues, housing, financial and employment assistance, case management, alternative sentencing options and goal setting. You may request services by calling Stacey Virtue using 77# on the inmate phones.

Veterans Court: This is a District Court Program that provides intensive supervision, support and mentoring for US Armed Service Veterans or Active Duty Service Members and their families. The program is 24 months long and requires participation in recommended mental health treatment and medication adherence as well as any other treatment programs as appropriate such as chemical dependency and/or domestic violence treatment. A clean and sober lifestyle is required and is demonstrated by frequent urinalysis testing. Each participant is required to attend court weekly and meet with their assigned Veterans Court Care Manager who helps guide, support, provide services, refer to benefits assistance and VA healthcare (if eligible) and ensure compliance with the obligations of the program. Veterans Court Peer Mentors are also assigned to provide support, guidance and mentoring. Compliance with all program obligations results in less frequent court appearances. Successful completion of the program may result in dismissal of charges depending upon the nature of the charges and determination of the case prosecutor. You may request a referral to Veterans Court by talking to your attorney.

33 Series-Authentic Manhood: is a faith-based study for men that focuses on six topics such as man and his design, story, traps, work, marriage, and fatherhood. Facilitators lead interactive sessions and smaller break-out sessions.

PROPERTY ISSUED TO AND STORED FOR YOU

You are responsible for all facility property issued to you, including your uniform and shoes. If you willfully or purposefully damage or destroy any jail issued items, another inmate's property, or the physical facility, you will be disciplined and/or may be charged criminally.

- The property that was obtained from you at the time you were booked into the facility (the personal property you brought into the facility when you were arrested) will be kept secured for you in the facility's Inmate Property Storage Vault. If some of your personal property was taken by the agency that arrested or transported you, you must contact that agency to have those items returned to you.
- At the time of Booking, any money over the amount of twenty ($20) will be placed in your inmate account and can be utilized for various things, to include but not limited to inmate commissary, notaries services, medical visits, etc. When you are released from jail, you will receive your property and a check or debit card (whichever process we are currently using), for any unused funds remaining in your inmate account. Keep in mind, there may be a fee associated with this transaction. You may not transfer property or money to other inmates. If you are being released to the Department of Corrections, you will fill out a form specifying the name of the individual you would like to pick up your property. Personal property left in the facility for more than sixty (60) days after your release will be disposed of.
- During your incarceration, you will be allowed to release all your property one time, leaving a set of clothing in your property to be released in. Please inform this person that they will come to the Bail/Release area of the jail with photo identification before the property will be released to them. This process may take time, depending on the activities at the facility. Please advise the individual of this and encourage them to come at a time when they can wait without inconvenience.

Note: It is important for you to know that the personal property that was searched, inventoried, and stored for you in the Inmate Property Vault at the time of booking, does not entitle you to assume a legitimate expectation of privacy that these items will be free of further governmental intrusion. Agencies may, following specific protocols, request and be given access to these items for investigatory and evidentiary purposes. This protocol will include providing a standard inventory of the items searched or confiscated, and receipt of a property form.

RECREATION YARD, EXERCISE, AND GAMES (RECREATION)

Recreational activities are a privilege, not a right. In your housing area, there will be a list of the activities available to you. Table games may be available. These are not to be taken out of the Dayroom area. If games are abused, they will be taken away. Exercise should be done in the outdoor recreation yard. If you cannot comply with the rules of conduct, your recreation may be suspended or revoked. Outdoor recreation areas are in each housing area. Inmates will be dressed in jail issued uniform pants and shirt or white t-shirt while in the outdoor recreation yard.

TABLETS: Inmate tablets are available in all the dorms and in unit housing. Tablets are a privilege and if abused can be removed by the Housing Deputy. Tablets allow access to limited internet use, emailing, movies, music, games, law library, and viewing mail. There is a fee for using the tablets. Law Library and viewing mail are free. Tablets are available during dayroom hours in the dorms. Tablets may be used in the bunk area or dayroom only, tablets are not allowed in the recreation yard or bathrooms.

PIN NUMBERS: You were given a PIN number for the ViaPath system and for ordering commissary during the booking process. These pins are separate numbers. DO NOT share that pin with anyone. You are responsible for the security of that PIN number. If another inmate accesses your account and uses your prepaid balance, you will NOT be repaid for the loss. If you suspect your PIN number has been stolen, notify a deputy immediately. Inmates caught using another inmate's PIN number are subject to disciplinary sanctions.

SCHEDULES

Schedules for visiting, recreation, etc., will be posted in your housing unit. These schedules are subject to change and, therefore, will not be listed in this booklet.

SEARCHES
You, your property, and your living area are subject to search at any time.

SMOKING
The Thurston County Corrections Facility is a smoke free facility. No tobacco products or vape devices of any kind are permitted in the jail.

TELEPHONE INFORMATION
Use of the telephone is a privilege. Only outgoing, prepaid, or collect calls are permitted. Family and/or friends may place funds on your inmate ViaPath account, or on a specific phone number you wish to call, in any of the following ways; they can do it by phone at 1-866-516-0115 (toll free); by internet- www.gettingout.com; and/or in person at the kiosk in the Bail/Release area of the main jail.

Family and friends may also can leave you voicemails and send/ receive messages and pictures. They will need to contact ViaPath for additional information.

Unless specified by your Housing Deputy, phones may be used when you are not locked down. Abuse of the phone system may result in loss or restriction of the phone. Calls are limited to 20 minutes. All phone calls are recorded and can be monitored. The exception to this is attorneys who have their numbers registered with the Inmate Telephone Coordinator here at the facility. If you have questions or concerns about this, please have your attorney verify that they have registered. Do not allow other inmates to make phone calls using your PIN number, even if you dial the phone and hand it off. Failure to follow this rule will result in disciplinary sanctions.

If you need to call a foreign country, including Canada and Mexico, you must use pre-paid funds. No collect calls to a foreign country are permitted.

If you experience an issue with the inmate phone system or if you have a question, you may call 211#. Be sure you select the correct option, or your response may be delayed. ViaPath will respond to you via voicemail.

If you wish to transfer funds from your inmate account to your ViaPath account, dial 411#. Be sure you follow the directions EXACTLY and that each number you push on the dial pad registers. There is a fee associated with transferring funds to the ViaPath account.

There are some toll-free numbers that are provided to assist you, and shortcuts have been created to these toll-free numbers.

9#	PREA HOTLINE
77#	WASHINGTON STATE VETERANS AFFAIRS
99#	FEDERAL VETERANS AFFAIRS
211#	CUSTOMER SERVICE (VIAPATH)
411#	TRANSFER FUNDS
611#	CALL RATES & INFORMATION

DISABILITY RIGHTS OF WASHINGTON
Disability Rights Washington (DRW) is an independent, non-profit organization that is not a part of government. DRW provides free services to people with disabilities on disability related issues in jails, prisons, and the community. Contact information: DRW, 315 5th Avenue South, Suite 850, Seattle, WA 98104. Phone: (206)324-1521 confidential and collect calls are accepted from prisons and jails. 1-800-562-2702 (Free and Confidential)

AMERICANS WITH DISABILITIES ACT (ADA)
ADA Specialists are available to provide ADA information and answers to technical questions Monday through Wednesday and Fridays from 9:30 am until 5:30 pm. On Thursdays, you may call between 12:30 pm and 5:30 pm. All calls are confidential. Phone: 1-800-514-0301 (Voice) or 1-800-514-0383 (TTY).

TELEVISION (TV) SETS

Television sets will be turned on only after your housing area is cleaned and inspected. They will be on only during normal activity times and not during meals and clean up. TVs will be turned off in the evenings during count and **LOCKDOWN**. Television is a privilege, not a right, and it can be turned off for any security or operational reason. This includes failure to keep housing areas clean, excessive noise, disputes over TV programming, group disruptions, or damage to the TVs. The Housing Deputies will control the televisions at all times and may turn them off anytime inmates do not follow the rules, or for any other reason the Deputy deems valid.

VIDEO VISITATION

Social visiting is a privilege, not a right. This privilege may be suspended or revoked for inmates who fail to comply with regulations and rules of conduct. Video Visitation is the only type of visiting allowed between inmates and their friends and family in the Thurston County Corrections Facility. Video visitation is allowed every day from 9:00 am until 9:00 pm. Each inmate will be provided 30 minutes of free visitation a week. Visits are scheduled online through ViaPath's website. In C Unit housing, inmates can visit **ONLY** during their hour(s) out. Inmates housed in these Pods can write their family or friends and visits can be scheduled online through ViaPath's website. A schedule of hours out will be posted at least 2 weeks in advance so that you will have plenty of time to call or write your friends and family to let them know when you can be available for a visit. This is your responsibility; the Deputies will not provide this service.

We encourage you to advise your visitors to look up the ViaPath Visitation information on our website, www.co:thurston.wa.us/corrections. On the website, they will find information on visitation rules.

PROFESSIONAL VISITS

Attorneys, law offices, and criminal justice personnel may visit you at any time, excluding lunch from 12:00 pm until 1:00 pm and **LOCKDOWN** from 1:45 pm - 2:45 pm. Counselors, clergy, and other professionals may also visit at certain times.

WRISTBANDS

At Booking, you were issued an inmate wristband that has your name, inmate identification number, and picture. You must always wear this wristband. This wristband is property of the Thurston County Sheriff's Office and knowingly and purposefully destroying this property will subject you to disciplinary action. If your wristband is falling apart or coming off, it is your responsibility to inform your Housing Deputy immediately so they can get a replacement.

RULES AND REGULATIONS

MAJOR VIOLATIONS are considered serious offenses. If you are charged with committing one or more of these violations, you may be transferred to Disciplinary Segregation. This custody status may entail restricted access to the dayroom, the loss of outside recreation, and visitation and/or commissary privileges being denied. Further, depending on the severity of the violation, violations of these kinds may result in criminal charges as well.

Major Hearing Procedure

If you are charged with a Major rule violation, you will be afforded the following during the Disciplinary Hearing Process.

1) You will be given written notice of the charges within 24 hours of the incident or discovery of the alleged violation.
2) The written notification you receive advising you of what you are being charged with will state what major violation you are alleged to have committed. It will contain a brief statement of what happened, a copy will be provided to you.
3) You will be scheduled for a Disciplinary Hearing within seventy-two (72) hours of the time you are given written notification of the charge, excluding weekends and holidays. Hearings may be postponed for a reasonable length of time, if necessary.
4) At least twenty-four (24) hours before the scheduled hearing, you will be given another notification of the time and date the hearing will be held, as well as the name of the Hearings Deputy scheduled to conduct the

hearing.

5) You will be asked to attend the hearing but have the option of waiving your right to appear in writing or by refusing to attend. If you refuse, the hearing will be held, as scheduled, without your presence.
6) You may request live witness testimony, to include other inmates or Corrections staff. **If you intend to do this, you must provide a written witness list and summary of what each witness will testify to, prior to your scheduled hearing.** A Hearings Deputy may deny witness testimony. If this occurs, the reasons for the denial will be provided to the inmate.
7) You may request a staff member, who will be designated by the Inmate Services Supervisor, to assist you or interpret for you during the hearing process.
8) At the end of the hearing, the Hearings Deputy will review the facts and testimony given and make a finding.
9) Your hearing will be recorded and the basis for the finding documented. The findings will be submitted to a staff member, designated by the Chief Deputy of Corrections, for review of evidence, findings and adherence to procedure.
10) A written copy of the Hearings Deputy's findings will be forwarded to you.

Appeals to Major Disciplinary findings/ sanctions: Inmates wishing to appeal the decision of the hearing deputy must do so within 72 hours of the decision. Appeals will be submitted by electronic grievance via Kiosk/ Tablet. All appeals will be forwarded to the Inmate Services Sergeant for review.

Only appeals based on the following will be considered:

a) The disciplinary process or procedures were not followed.
b) There was insufficient evidence to support the hearing deputy's decision
c) The sanction imposed was not proportionate to the violation committed

A Final disposition shall be rendered as soon as possible but no later than 10 days after the appeal. The decision of the review authority shall be final, and the result of the appeal shall be provided to the inmate via electronic response to the original grievance. **The Inmate Services Sergeant decision is final, and no further recourse of appeal will be available in a Thurston County Corrections Facility.**

PROHIBITED ACTS - MAJOR

1) Arson
2) Assault
3) ***DO NOT USE***
4) Careless or intentional destruction of facility property or another person's property
5) Conspire with someone to violate a major rule
6) Disruptive conduct
7) Encouraging or participating in gang or racial activity
8) Engaging in or encouraging group demonstrations or riots
9) Escape, escape attempt, or aiding an escape attempt
10) Extortion, blackmail, or "strong arming"
11) Failure to follow or interference with headcount procedure
12) Fighting
13) Filing or making a false report (lying)
14) Forging, reproducing or altering documents
15) Gambling
16) Giving or offering items of value to staff
17) Indecent exposure
18) Interference with staff duties/responsibilities
19) Malingering or feigning illness
20) Making a weapon or a replica of a weapon or a potential weapon
21) Making sexual proposals or threats to another
22) Making, using, possessing intoxicants or unauthorized drugs or being under the influence of the same
23) Misuse of medication
24) Possession of, smuggling, or passing contraband

25) Refusal to obey an order, written or verbal
26) Refusing or encouraging others to refuse to work
27) Representing oneself as another person
28) Sex crimes, engaging in sexual acts
29) Tampering with any alarm, safety or locking device
30) Tampering with food or drink
31) Tampering with any ventilation, plumbing, electrical, lighting, recreational, or communications system
32) Theft
33) Threatening another person / threatening a staff member
34) Using obscene or abusive language/gestures
35) Violation of a criminal statute
36) Throwing or projecting any item (except appropriate game equipment)
37) Tattooing
38) Taking a hostage
39) Unauthorized location/any location you have not been authorized to be in
40) Violation of Inmate Worker Agreement and/or housing unit rules
41) Removal, tampering with, or destruction of a wristband
42) Possession and/or wearing of another's wristband
43) Receiving 3 minors in a 30-day period
44) Adulteration of a urinalysis sample
45) Insubordination/disrespect
46) Making a three-way call /video visitation misuse/sharing pin number
47) DNA refusal
48) Having money placed on another inmate's books
49) Smoking
50) Assault by biohazard
51) Making a biohazard weapon
52) Free phone call abuse

SANCTIONS - MAJOR

1) Verbal counseling, warning, or reprimand
2) Loss of commissary
3) Loss of recreation
4) Loss of visitation
5) Separate confinement and/or modification of hours out
6) Suspended sanction, with probation not to exceed 30 days
7) Loss of good time and/or denial of good time to be earned, if not yet accumulated
8) Change in facility assignment/or removal from program participation
9) Loss of inmate worker status for up to the remainder of your incarceration period
10) Restitution for full replacement or repair costs of any items damaged or destroyed

The Thurston County Sheriff's Office/Corrections Facility (TCCF) has a ZERO tolerance policy towards the introduction and/or use of illicit drugs while defendants are in-custody. Any defendant found guilty of an infraction for Introduction, using, or distributing illicit drugs within the Thurston County Corrections Facility may be subject to loss of goodtime credit in addition to other sanctions imposed and additional criminal charges.

MINOR VIOLATIONS are handled by Deputies or other Corrections staff members and may result in you being restricted to your bunk or cell and/or the loss of other privileges. If you receive three minor violations within a thirty (30) day period, it will be treated as a MAJOR violation. If you are charged with a MINOR violation, you will be verbally advised of the action you took which resulted in the infraction, and what minor rule you are alleged to have violated.

The Corrections staff member will advise you of the sanction they feel is proportionate to the violation and will inform the On-Duty Supervisor of their decision. The Supervisor, as an impartial third party, will review the facts

and will have the option of directing a modification of the sanction if they deem it appropriate to do so. A Deputy will request that you sign a Minor Rule Violation Report, which states that you were advised of what minor rule you violated, and any sanction imposed upon you.

Appeals to Minor Disciplinary findings: The On-Duty Supervisor or authorized designee is the review authority for minor disciplinary infractions. **The Supervisor's decision is final, and no further recourse of appeal will be available in a Thurston County Corrections Facility.**

PROHIBITED ACTS - MINOR

1) Blocking windows to your cell or window to the dayroom so that deputies cannot view an area
2) Disruptive conduct
3) Disturbing the sleep of other inmates
4) Failure to be fully dressed when out of room
5) Failure to be ready at the designated place for work detail/oversleeping
6) Failure to keep one's person or room clean/failure to meet sanitation standards/ failure to participate in housing unit sanitation
7) Failure to perform assigned work or task properly
8) In unauthorized areas/any area where you have not been authorized to be in
9) Insubordination/disrespect.
10) Keeping food or drink not purchased from the commissary in your cell or bunk area
11) Possession of excess issue (clothing, bedding, supplies, etc.)
12) Possession of nuisance contraband
13) Posting items to walls, lights, fixtures, or windows
14) Refusal to obey an order, written or verbal
15) Switching of bunk/room assignments without prior approval from Corrections staff
16) Threatening another person
17) Unauthorized use of telephone
18) Unauthorized wearing of headcovering or headband
19) Use of equipment in an unsafe or unauthorized manner
20) Using obscene or abusive language
21) Violation of housing unit rules or yard rules
22) Violation of Inmate Worker Agreement
23) Writing on walls, ceilings, floors, doors, windows, etc.
24) Crossing the red line without the Deputy's permission
25) Any unauthorized chair in room
26) Possession of more than 8 cards/letters or 8 photos in cell
27) Any activity which is detrimental to the good order of the Thurston County Corrections Facility
28) Communicating/ signaling inmates in other housing units
29) ***DO NOT USE***
30) Altering uniform (legs pegged, tucked into socks, shirt rolled, etc.)
31) Misuse of indigent mail (a second violation of this rule will result in a major infraction for refusal to obey an order)
32) Horseplay (i.e. punching, throwing things, etc.)
33) Wristband violation

SANCTIONS – MINOR

1) Verbal counseling, warning, or reprimand
2) Confinement to room or bunk not to exceed 23 hours (no loss of visitation, personal or professional)
3) Loss of recreation, not to exceed one recreation period
4) Loss of any privilege (except visitation) for up to 23 hours (Example: loss of telephone, television, etc.)
5) One (1) to seven (7) days extra duty for sentenced inmates. May be imposed for unsentenced inmates who choose, in writing, to accept extra duty, instead of lockdown time
6) Loss of the next scheduled hour out
7) Third minor violation within 30 days may be treated as a major violation

INMATE GRIEVANCE

All inmates have a grievance procedure available to them to express issues and concerns without fear of reprisal and with an unlimited scope. Grievances that do not pertain to conditions of confinement (food, clothing, medical care, housing, access to hygiene items, classification or access to courts), or issues not under the control of the jail are not grievable and will not be processed.

Step 1

- Inmates will first attempt to resolve grievances on an informal basis with a Corrections staff member.

Step 2

- If, in the opinion of the inmate, the matter is still unresolved, the inmate will be permitted to file a formal written grievance. An inmate will fill out a grievance on the kiosk. A grievance will be rejected if it contains obscene language or sexual connotations that do not apply to the matter being grieved, nor will abuse of the grievance system be tolerated.
- The inmate will complete the grievance form on the kiosk. The grievance will be forwarded to the Inmate Services Sergeant for review.

Step 3

- The inmate should receive a written reply within seven (7) working days, excluding weekends and holidays. If there is any delay, the inmate will receive notification explaining why the delay is necessary.

Step 4

- Any grievance still pending a response when the inmate who filed the grievance is released from custody, will be processed and the response will be available seven (7) business days after its submission. It will be located in the reception area of the facility from 8:30 am until noon and from 1:00 pm until 4:30 pm, Monday through Friday, except County observed holidays.
- The response will be held in the reception area for thirty (30) days. If it isn't picked up by then, it will be returned to the Inmate Services Sergeant or designee for disposal.
- If the inmate who filed the grievance is transferred to another facility, the response will be forwarded to the inmate. If the inmate does not speak or understand English, they may ask for assistance from bilingual staff members.

APPEAL PROCESS

If an inmate wants to appeal the Inmate Services Sergeant's grievance response, they may appeal to the Inmate Services Lieutenant. Go into the grievance tab and click the appeal button. The appeal should be submitted in the same manner as the original grievance. The Inmate Services Lieutenant, or designee, will respond to the grievance appeal. Their decision is final, and no further recourse of the appeal will be available in the Thurston County Corrections Facility.

Public Disclosure Requests:

If you would like to submit a request for copies of public records that are held by Thurston County Corrections Facility, please submit an Administrative Request (kite) with a description of the existing records you are seeking a copy of. If you are seeking records that are not held by the jail, you will need to submit your request in writing to the agency that has the records you are requesting.

Pursuant to RCW 42.56.120, we will charge fees as authorized by law for copies of responsive public records.

Upon receipt of valid payment, the following records will be placed in your inmate property bag and will be available to you upon release from custody:

- Records uploaded to a digital storage device (USB drive, CD, etc.)
- Records that may affect the safety and security of the facility
- Records of another inmate

Access to Courts: Access to courts and legal counsel may occur through court-appointed counsel, attorney or legal assistant visits, telephone or written communication. To facilitate access, this facility will minimally provide:

- Confidential attorney visiting areas that include the means to allow the attorney and inmate to share legal documents
- Telephones that enable confidential attorney-client calls.
- Reasonable access to legal materials
- A means of aiding through the court process by individuals trained in the law. This assistance will be available to illiterate inmates and those who can not speak or read English or who have disabilities that would impair their ability to access.
- Writing materials, envelopes and postage for indigent inmates for legal communications and correspondence.

In Propria Persona (PRO SE) Inmates: Inmates may be granted pro se status by court order only. The court may but is not required to appoint a back-up attorney, paralegal, or other person to assist with legal research.

Pro Se Status – materials and supplies: Unless otherwise ordered by the court, the jail shall have no obligation to supply materials beyond those listed here: writing paper, carbon paper (for copies), pencils, envelopes, and postage for indigent inmates. Writs of Habeas Corpus forms are available upon request from your housing deputy.

Pro Se Inmates Telephone usage: Pro se inmates may use the telephone in their assigned housing areas to place calls concerning their cases.

DIRECTIONS TO THE THURSTON COUNTY CORRECTIONS FACILITY AND CORRECTIONAL OPTIONS FACILITY (3491 FERGUSON ST SW TUMWATER, WA 98512):

Coming from either north or south on I-5, take Exit 104 off I-5 onto Highway 101. From Highway 101, take the Cooper Pt. Road, Automall Drive, Crosby Blvd. exit. Stay in left lane and at the stop light, turn left onto Crosby Blvd. At the second stop light, turn right onto Mottman Road. At the next stop sign, turn left onto RW Johnson Blvd. Turn right onto 32nd Ave SW. Turn left onto Ferguson St SW. The jail is on the right.

From Aberdeen/Shelton (Aberdeen), travel East on Hwy 8 to Hwy 101 (toward Olympia). Head toward (Shelton), south on Hwy 101 (toward Olympia). From Highway 101, take the Cooper Pt. Road, Automall Drive, Crosby Blvd. exit. At the stop light, turn right onto Crosby Blvd. At the next stop light, turn right onto Mottman Rd. At the next stop sign, turn left onto RW Johnson Blvd. Turn right onto 32nd Ave SW. Turn left onto Ferguson St SW. The jail is on the right.

DIRECTIONS TO COURTHOUSE: From I-5, take exit 104 onto Hwy 101 west. Take the 1st exit (Cooper Point/Crosby Street). Turn right. At stop light, turn right at Evergreen Park Drive. Turn left onto Lakeridge Drive. The courthouse will be on right (large brick marker with 2000 Lakeridge Drive).

THE THURSTON COUNTY CORRECTIONS FACILITY WEBSITE ADDRESS:
www.co.thurston.wa.us/corrections

THURSTON COUNTY
SHERIFF

NOTICE OF RESTRICTED MAIL

Date: _____

Inmate: Property Number: _____

Name Item(s) are from: _____

Address: _____

Staff Initials & Number: _____

☐ Contains material which is explicit in nature, facilitates criminal activity, plans of escape, or content that poses a threat to the security, good order, or discipline of the institution.

☐ Purports to be legal mail but, upon inspection is determined to be general correspondence.

☐ Concerns sending contraband into this facility.

☐ Is in code and the contents are not understood by the scanner.

☐ Contains tape, stickers, glued items, items drawn or colored with color crayons, glitter, collages, or similar items.

☐ Contains an unauthorized cassette tape(s) and or CD (s), including public disclosure CD(s).

☐ Contains a magazine, book, or catalog that was received from a bookstore, publisher, or commercial distributor and are no longer authorized. (This package is being returned to sender)

☐ Contains clothing. (Underclothing must be purchased through commissary or provided by the chaplain)

☐ Contains U.S. postage stamps, writing paper, tablets, or similar material. (These items must be purchased through commissary)

☐ Contains document(s) such as a birth certificate, car title, gift certificate(s), etc.

☐ Is mail from an inmate within this or another correctional institution. Written approval may be granted through the Inmate Services Supervisor.

☐ Contains material printed from the internet or similar computer generated document(s).

☐ Other: _____

Unless otherwise noted, the above item(s) sent to the Thurston County Corrections Facility have been rejected and placed in your property until you are released.

Updated: 2/5/2026

"OUT OF MANY, WE ARE ONE"

THURSTON COUNTY
SHERIFF

NOTICE OF RESTRICTED MAIL – CHECK OR MONEY ORDER

Date: _____

Inmate: _____

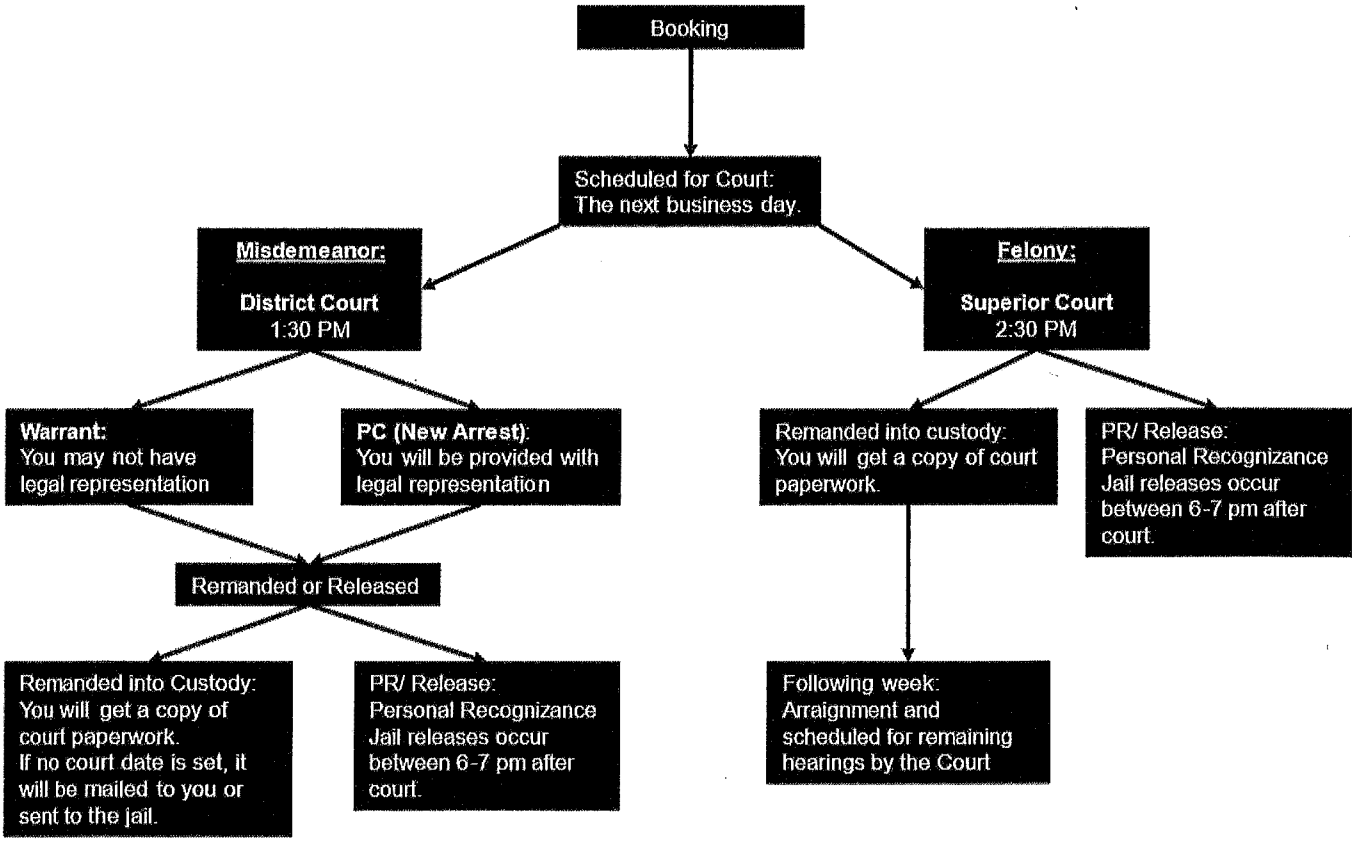
Name Item(s) are from: _____

Address: _____

Staff Initials & Number: _____

Your mail from the above sender contained a check or money order that we do not accept. **We only accept U.S. Postal Money Orders or U.S. Treasury Checks.** All other forms of payment will be denied and returned to the sender at the above address.

The check below is being returned to the sender:

"OUT OF MANY, WE ARE ONE"

Court Process